



# Cleaning Standard Selection

## Questionnaire

*for*

# Croydon and Coulsdon 6<sup>th</sup> Form College



Croydon  
College



COULSDON  
SIXTH FORM COLLEGE

February 2021



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## Section One

### Introduction

The Director of IT & Estates and the Governors at Croydon College and Coulsdon 6<sup>th</sup> form College wish to tender the cleaning services with a view to contracting out the services from 2<sup>nd</sup> August 2021.

The locations of the Colleges are as follows:

Croydon College  
College Road  
Croydon  
CR9 1DX

Coulsdon Sixth Form College,  
Placehouse Lane,  
Old Coulsdon,  
Surrey,  
CR5 1YA

The successful company should be prepared to induct themselves to the College cleaning during the month of August 2021, which is the College summer holiday period, the start of term is 7<sup>th</sup> September 2021.

After the SQ has been received and should you be selected to tender, you will be given the opportunity to view the cleaning services at the Colleges and to ask specific questions relating to the tender documentation and the cleaning services at the Colleges.

Please ensure that your Standard Selection Questionnaire documents are e-mailed back to [janet.cooper@iscc.co.uk](mailto:janet.cooper@iscc.co.uk) by Friday 26<sup>th</sup> March 2021 12.00

Any questions regarding the documentation should be directed solely to Janet Cooper of ISCC either by email on [janet.cooper@iscc.co.uk](mailto:janet.cooper@iscc.co.uk) or by telephone on 07730 301284.

Please confirm receipt of the Standard Selection questionnaire by return and confirm that your company wishes to participate. Please supply the name and title of your principal contact for this exercise including their postal address, email address and mobile phone number.

## Anticipated Tender Timeline

The following are the target dates for the tender exercise.

Target dates	Task
W/C 15 <sup>th</sup> February 2021	Advertise opportunity on My Tenders, issue SQ to those applying.
Friday 26 <sup>th</sup> March 2021	Completed SQ return date
Thursday 31 <sup>st</sup> March 2021	Shortlist to 5 Companies based on results of SQ and to write cleaning specification.
Thursday 1 <sup>st</sup> April 2021	ISCC/ The Colleges to invite five companies to tender.
Thursday 1 <sup>st</sup> April 2021	ISCC to distribute tender documents electronically
Thursday 8 <sup>th</sup> April 2021	ISCC Site Survey and Bidders' Conference (day touring the Colleges for the bidding companies to view the sites)
Thursday 29 <sup>th</sup> April 2021	Tender return
Friday 30 <sup>th</sup> April 2021	Tender evaluation by ISCC
Friday 7 <sup>th</sup> May 2021	Shortlist notification for presentation
W/C 10 <sup>th</sup> May 2021	Shortlist presentations at school (normally three companies)
Monday 17 <sup>th</sup> May 2021	Contract Award
Thursday 27 <sup>th</sup> May 2021	10 Day standstill period ends
Tuesday 2 <sup>nd</sup> August 2021	Contract commencement (during summer holidays)

## Croydon and Coulston 6th Form College

**Croydon College** is an educational institution with 5,813 students, made up of a Further Education College, Apprenticeships and Croydon University Centre offering Higher Education courses. The College is in Croydon, within the London Borough of Croydon.

Its origins can be traced to a School of Art that was established in 1868, which subsequently merged with Croydon Polytechnic to create the college shortly after the Second World War. The College is the only Further Education College to have been awarded the Queen's Award for Voluntary Service and is currently graded "good" by Ofsted.

**Coulston Sixth Form College** is for 16 to 19 year-olds based in Old Coulston, with 1,081 students. The College is built on the site of Purley High School for Boys. It has been graded 'Good' by Ofsted twice, most recently in April 2020.

The College is housed in a three-storey university style building. It has learning facilities such as a Learning Resource Centre (LRC) with 90 computers.

Coulston Sixth Form College also offers students other facilities such as a Refectory, a theatre, sport hall, gym, the College has three studios, two dedicated to Music, and a theatre.

## Section Two

### Standard Selection Questionnaire

Please respond to the following questions in the order in which they are set out. Please number your response pages clearly.

1.0 Your Company		
Question	Answer	Score
1.1	Full name of trading company:	
1.2	Your Lead Contact for this tender project (name and position):	
1.3	Lead Contact mobile number:	
1.4	Lead contact email address:	
1.5	Address of your registered offices:	
1.6	Office telephone number:	
1.7	Company website:	
1.8	Companies House Company number:	
1.9	Please detail the trading status of your company (public limited, limited, limited liability, partnership, sole partnership, charity or other)	
1.10	Address from where this tender would be administered (if different to your registered office address):	
1.11	Date of your company registration or commenced trading:	

1.12	Please provide an abridged company history.	
1.13	List any relevant trade associations that your company is associated with, including the registration numbers:	
1.14	If your company is a subsidiary of another, please confirm that the parent company is willing to guarantee the company's contract performance. Full name of the immediate parent company, registered office address and registration number:	
1.15	Please provide an organisational chart showing all companies within the group.	
1.16	Please list the full names and positions of the Proprietor, Directors, Partners or Associates who are responsible for the management of your organisation.	
1.17	Has the Proprietor or any of the Directors, Partners or Associates been involved in any Organisation that has been liquidated or gone into receivership? If YES, please state details.	
1.18	Does the Proprietor or any of the Directors, Partners or Associates have any convictions under the Companies Act? If YES – date of conviction and specifies what the conviction was for, who was convicted and the reasons for the conviction:	
1.19	Has the Organisation, the Proprietor or any of the Directors, Partners or Associates had a County Court Judgement registered against them in the last six years?	
1.20	Please provide details of any senior employee of your company that has been employed by Croydon and Coulston 6th Form College. Details should include names, positions, and dates of employment.	

2.0 Financial, Health & Safety and Insurance		
2.1	Please provide the name and address of your bank from whom we may seek a reference:	
2.2	Please provide your company's VAT registration number:	
2.3	Within the last three years has your company ever had to pay financial penalties or had payments deducted for monies owing to them as a result of your failure to perform in accordance with your contractual obligations? If YES, please state reasons:	
2.4	Has your company had a contract, similar to that proposed at Croydon and Coulsdon 6th Form College, terminated within the last three years? If YES, please state reasons:	
2.5	Has your company had a contract renewal refused due to failure to perform the terms of the previous contract during the last three years? If YES, please state reasons:	
2.6	Does your company have a written Health and Safety at Work policy? Please provide a copy:	
2.7	Has your company withdrawn prematurely from a contract within the last three years? If YES, please state reasons:	
2.8	Has your company ever been prosecuted in a court of law for any breach of Health and Safety law? If YES, please state reasons:	
2.9	Please provide details of your insurers and the levels of insurance: (to include Employer's liability, Public liability, and Professional indemnity insurance)	
2.10	Please provide either a set of your last three years trading accounts or a written statement from your independent accountants giving a one page overview of the financial performance of your company over the past three years to include as a minimum turnover, sales, costs, profit and cashflow:	
2.11	Please give details of any outstanding claims of litigation against your company that may affect its financial standing:	



<b>3.0 Environmental</b>		
3.1	Please state your company's approach to operating the cleaning services in an environmentally friendly way, including high level cleaning.	
3.2	Please list the chemicals that you use within your cleaning services to achieve the best results whilst being mindful of the environment.	
3.3	Please give details of the cleaning systems you use, for instance microfibre products, colour coded equipment etc.	

4.0 Employment		
4.1	Please provide details on the number of staff your company employs:	
4.2	Of these staff, how many hold the following skills/positions:  Management or Supervisory:  Clerical / Support:  Operational:  Sales / Marketing:	
4.3	Please give details of your company's staff percentage turnover for the last three years.	
4.4	Please show a Personnel Organisational Chart:	
4.5	Has your company lost an industrial tribunal due to unfair or unlawful dismissal for whatever reason within the last three years? If YES, please state reasons:	
4.6	Has your company lost an industrial tribunal due to discrimination for whatever reason within the last three years? If YES, please state reasons:	
4.7	Does your company have a written Equal Opportunities Policy? Please provide a copy:	
4.8	Please provide a résumé of your local Area Manager who would hold the day to day management of the account at Croydon and Coulston 6th Form College. Please state their geographical location and their response times.	

5.0 References		
5.1	How many cleaning contracts does your company currently have? How many of these contracts are based within a ten mile radius of Croydon and Coulsdon 6th Form College? How many School/ College cleaning contracts does your company currently have?	
5.2	Please detail the relevant current experience that your company has in supplying cleaning services to educational establishments similar to Croydon and Coulsdon 6th Form College. Please include the area cleaned in square metres, their proximity to Croydon and Coulsdon 6th Form College and how long you have held contract:	
5.3	Please provide the names, addresses and email contact address of three similar reference sites to Croydon and Coulsdon 6th Form College (preferably educational establishments) where you currently provide cleaning services:	
5.4	Please detail the productivity ratio you aim for within your cleaning contracts, giving examples where possible:	

6.0 Quality Management		
6.1	Does your company hold a recognised Quality Management Certification? If YES please provide further details:	
6.2	If NO, does your company have a Quality Management System?	
6.3	Does your company hold Investors in People accreditation? What level of accreditation does your company hold? Bronze, Silver or Gold	

7.0 Contract Specific		
7.1	Please provide a description of the cleaning equipment you would recommend for the schools and whether you would recommend any specific auditing systems:	
7.2	Please describe how your company will manage the handover of cleaning staff at Croydon and Coulsdon 6th Form College:	
7.3	Please state your proposed range of lead in times for the mobilisation of the contract:	
7.4	Please describe how your company will work in partnership with Croydon and Coulsdon 6th Form College for the mutual benefit of both parties:	

## Declaration

I confirm that I have enclosed all the information required by this Standard Selection Questionnaire and certify that all the information supplied is accurate to the best of my knowledge.

I understand that providing false or incomplete information may invalidate this Standard Selection Questionnaire response.

I authorise you to contact the referees as stated above.

I understand that it is a criminal offence under the Bribery Act 2010 to give or offer any gift or consideration whatsoever as an inducement or reward to any employee of Croydon and Coulston 6th Form College which will also automatically exclude my company from participating in this tender exercise.

Signed:

In the capacity of:

On behalf of:

Date:

*Electronic signatures are allowed as a means of indicating your acceptance*